

## Position Description Schedule A

# AOD Clinician

Approved by Kate Forer | Last updated on 6/11/2023

### Position overview

Position title	AOD Clinician
Team	Bayside AOD
Employment type	Permanent full-time
Hours per week	38 hours per week / part time applicants welcome
Location	Bentleigh
Reports to	Bayside AOD Team Leader
Direct reports	Nil

### About TaskForce

TaskForce Community Agency (TaskForce) plays an important role across communities in southeast Melbourne, whether helping individuals and families due to challenges with alcohol and other drugs or family violence, or enabling people through education, training, and employment. Operating for 50 years, we aim to help realise the potential of every client, through achieving outcomes and working towards healthier lives, relationships, and communities.

#### Statement of commitment to Diversity & Inclusion

TaskForce is committed to providing culturally safe, inclusive, and accessible services and work environments where all individuals feel supported and affirmed. We aspire to work in solidarity and alliance with Aboriginal and Torres Strait Islander peoples and acknowledge them as the traditional owners and custodians of the land. TaskForce values diversity, inclusion and social justice and is dedicated to actively addressing discrimination and ensuring every individual is treated with dignity and respect. We honour and celebrate our differences and uniqueness in culture and linguistic background, ethnicity, sex, gender identity, intersex status, sexual orientation, age, disability status, health status and religious or spiritual beliefs.

#### Statement of commitment to Child Safety

TaskForce is a child safe organisation. We are committed to the safety and wellbeing of all children and young people, and ensuring they feel safe and empowered in our programs and services. We respect and listen to children and young people. We take their concerns seriously and support them to meet their potential and thrive. This is a responsibility shared by all the people who work or volunteer at TaskForce or who are part of the wider TaskForce community.

We value diversity, inclusion and equity. We support the cultural safety, participation and empowerment of Aboriginal children and young people, children and young people from culturally and linguistically



diverse backgrounds, LGBTIQ+ children and young people, and children and young people with disability.

We do not tolerate neglect or mistreatment and have zero tolerance for abuse of any kind. Safety concerns will be treated very seriously. Where appropriate, and safe to do so, we will always discuss concerns with families, carers and the community to encourage planned and joint action. We have legal and moral obligations to contact authorities when we are worried about a child's safety, and we will follow those procedures rigorously.

## Our values

- We **start with care** | We are here to meet participants where they are at, to support, empower and respect them and each other in the work we do. We commit to behaviours that demonstrate our care and compassion, bringing out the best in everyone in every interaction.
- We **always listen** | We are here to listen, to think of the whole of a person in every connection. We commit to listening, learning, responding, and adapting to the needs of our clients, our staff, and our partners.
- We are **non-judgmental** | We are here to help everyone belong; to realise their potential. We commit to supporting every person who walks through our doors or engages our services without judgment.
- We are **continuously learning** | We are here to learn, innovate and bring the highest quality of service to our participants. We commit to seeking out and sharing knowledge within and beyond our sector and from our communities, not standing still in our models of care and program offers.

## Our principles

- We are **client-centred** | The voice and lived experience of clients guides our work, practice and approach.
- We are **inclusive** | We welcome everyone into our service, continually striving for equity in access.
- We are a **wraparound service** | We look beyond the one area of need, supporting participants throughout their journeys.
- We **always work together** | We recognise that we can't act alone and know collaboration internally and externally is critical to success.



## About the position

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The AOD Clinician is responsible for conducting comprehensive assessments and providing a range of counselling interventions to assist clients and their family members to change harmful behaviours resulting from problematic alcohol and other drug use.

### Key responsibilities

#### Provision of treatment services

- Provide high quality engagement, assessment, treatment and support services to individuals and their families through evidence based, therapeutic counselling and group work.
- Conducting comprehensive assessments.
- Contributing effectively to clinical review.
- Developing treatment plans and providing effective counselling interventions and assertive referrals to meet the individual needs of clients and their families, including those with complex needs.
- Provide information, education and practical assistance to clients to help people to reduce the harms of substance use.
- Providing clients with exit and post treatment support plans to offer them appropriate support to maintain treatment gains.
- Facilitating interim support for clients awaiting the commencement of counselling services.
- Considering the needs of, and identifying any risks to vulnerable children, working with families to develop safety plans and facilitating referrals to partner Child First and Family service agents when indicated.
- Providing back up support to the Triage function when required.

#### Professional liaison and consultation

- Coordinating with Care and Recovery, Clinical Review and other processes to support seamless transitions between service types and a consistent approach to supporting the achievement of clients' recovery goals.
- Consulting with other services to develop and support the provision of recovery and harm reduction orientated treatment.
- Developing and maintaining collaborative and productive working relationships with internal and external stakeholders.

#### Supervision and professional development

- Actively participating in ongoing professional development, individual and group supervision and relevant training as required.
- Supporting the student placement program and supervising students as requested.



### Administration

- Maintaining up-to-date progress notes, case files and data entry in a confidential and professional manner.
- Adhering to and keeping informed of relevant legislative compliance requirements, and reporting any perceived breaches, risks, hazards, incidents where relevant.
- Undertaking other duties as directed by the Program Manager.

### Child and Young People Safety

- Follow and comply with TaskForce's Child Safety and Wellbeing Policy and TaskForce's Code of Conduct for Working with Children and Young People
- Support children and young people to feel safe and empowered in our programs and services
- Report concerns about a child or young person's safety to authorities (as per TaskForce policy).

### Diversity and Inclusion

- Follow and comply with TaskForce's Diversity, Inclusion and Equal Opportunity Policy and TaskForce's Code of Conduct
- Support the diversity priorities as outlined by the organisation
- Not engage in discrimination or harassment of any kind.

## Skills and experience

### Essential qualifications

- Relevant health and or welfare Tertiary Qualification such as Social Work, Psychology, Counselling, Nursing, Allied Health Sciences, AOD or other relevant area of study desirable.
- Certificate IV in AOD or completion of the core competencies (or able to complete within the first 12 months of employment).

### Essential skills and experience

- Experience in the provision of assessment and counselling services preferably with AOD or dual diagnosis clients.
- Demonstrated understanding of community-based interventions for reducing alcohol and drug related harm, and the ability to apply a range of therapeutic approaches.
- Ability to collaborate effectively with clients, families, colleagues, stakeholders and other service providers.
- Proven ability to work with a range of people (including specific client groups such as Aboriginal, Culturally and Linguistically Diverse and Forensic clients) in a non-judgmental and respectful manner.
- A demonstrated commitment to teamwork.



- The ability to exercise problem solving thinking in an independent working environment.
- Certificate IV Alcohol & Other Drugs, or willingness to complete
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Availability for some work outside of normal business hours (7pm finish one night per week).
- Information technology skills, including proficiency in Microsoft Office suite.

#### Other essential attributes

- Demonstrate understanding of the importance and application of inclusive practice when working with people from diverse communities, such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds
- Be able to self-regulate and self-monitor own behaviours, practice self-reflection at all times, display a commitment to realistically assess own personal strengths, limitations, biases, and effectiveness, and remain open to feedback and constructive criticism

#### Desirable requirements

- First aid certificate.
- Current knowledge of OH&S practice.
- Experience providing group counselling sessions.

#### Terms and conditions

- The position is for a contract period ending 30 June 2024 with the opportunity to extend, subject to the continued availability of funding.
- The incumbent will be provided with a mobile phone and access to the use of a pool vehicle for business travel.
- Employment conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (include level if applicable).
- As an organisation with public benevolent institution (P.B.I.) status, TaskForce offers all staff the opportunity to take up generous Salary Packaging.

#### To be employed in this position a person must:

- Be prepared to travel between the sites to meet the requirements of the job and to work out of various partnership locations
- Undergo a Police Check and a Working with Children Check. Offers of employment are subject to the results of these checks
- Hold a current driver's license
- Be eligible to work in Australia



- Familiarise themselves with, and observe all TaskForce business, community, therapeutic and human resources policies, procedures and practices
- Complete the TaskForce Online Induction within the first week of employment
- Participation in family violence identification and risk assessment training
- Comply with and support TaskForce's commitment to Diversity and Inclusion and Child Safety as detailed in this position description
- Follow TaskForce's codes of employee conduct, promote the interests and reputation of the agency and refrain from acting in way that would conflict with the best interests of TaskForce.

